



Chesterfield County, Virginia

announces the recruitment for the position of

Director of Parks and Recreation

A great place to Live, Work, Play and Learn



Parks and Recreation Department Achievements and Highlights

Nationally Recognized Programs

The Richmond region is one of the top tourist destinations in the country. Chesterfield County, a leader in the region, offers numerous programs through its Parks and Recreation Department in history, nature, outdoor adventure, summer camps, youth sports and 50+ active lifestyles with more than 221,000 people participating yearly. Parks and Recreation has been offering outdoor activities and other recreational programs for more than 30 years and boasts the most diverse choices in quality activities and services for all ages.

Family Activities

Parks and Recreation offers a wide variety of programs, classes and activities for county residents. There is something to do for every member of the family, from computer classes to robotics (for those who like technical activities); health-related classes, such as CPR or first aid; or art and drawing classes (for the creative-minded).



Kids can spend fun-filled days in summer camp programs and parents have their choice of summer programs and classes for new learning opportunities as well.

Historical Programs



Virginia has a wealth of history and heritage, and Chesterfield County is proud to be part of that history. Parks and Recreation offers a wide variety of historical and cultural programs that are available throughout the county for youth and adults. The county has more

than 15 historical sites which focus on the eras of American History from the 1611 Settlement of Henricus through the Civil War. Over 25,000 school children visit these sites annually as educational field trips.

Inclusion Services

Chesterfield County Parks and Recreation is proud to offer inclusion services focused on providing leisure opportunities and recreation programs that are open and accessible to all residents in the county. The benefits of inclusion services are to promote:

- Increased Independence
- Sense of Belonging
- Building Friendships
- Learning New Skills
- Expanding Creativity



Older Adult Programs



Older adult programs are designed to meet the recreational and leisure needs for adults 50 and over. Programs are held in various locations throughout

Chesterfield County such as parks, schools and churches. Diverse activities for older adults include concerts, fitness, games, instructional classes, lifelong learning programs, luncheons, social activities, trips and more.

Sports Tourism

Actively engaged in regional sports tourism including a combination of county and privately owned sports venues, Parks and Recreation hosts 15 major sports events annually that attract 50,000 visitors and has an economic impact of \$50 million to the region.

One of the county's strategic goals focuses on an active living strategy to help all residents develop healthy and active lifestyle choices.

Community-based youth sports programs attract 29,000 participants each year.



Therapeutic Recreation



Therapeutic Recreation offers leisure and recreational activities to help individuals with intellectual, physical, emotional and/or developmental disabilities develop and refresh their mind and bodies in ways that enhance their health, independence and well-being.

Expansion Efforts

The county's parks system has grown to accommodate more than 5 million visitors per year. Through a commitment to regionalism, the county has experienced an increase of 500% over five years in sports tourism. The recent acquisition of 108 acres of land will create a conservation area and historical park at Falling Creek on the James River. This property will add to approximately 2,500 acres of conservation areas along the county's rivers and waterways. In addition, Chesterfield County has adopted a new Bikeways and Trails Plan as part of the Comprehensive Plan. There are currently 40 miles of trails throughout the county's parks system.

Department Quick Facts

- Approximately 111 full-time, 200 part-time and seasonal employees
- Annual operating budget of \$10.6 million; capital budget of \$3 million per year
- 54 major parks, trails and 6,600 acres of outdoor spaces
- Grounds maintenance operations also include 65 school sites, 9 libraries and 6 additional county facilities

Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2016, the county had approximately 337,000 residents. About 69.3 percent of the population is White, 22.7 percent is Black or African American, 7.6 percent is Hispanic or Latino, 3.5 percent is Asian and 2.5 percent is classified as "some other race." The median age of a county resident is 38 years.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

The Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire & emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county's chief administrative officer under the board's direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs, and overseeing the conduct of the county's affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.

Financial Integrity and Stability

- The county holds AAA ratings from all three major bond rating agencies.
- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- The FY2016 budget for the county totals \$1.3 billion, with the two largest components of the budget being the county's general fund (\$785.6 million) and the school fund (\$637.2 million).
- The county's net assets of approximately \$1.8 billion are distributed throughout the county's land area of 446 square miles.

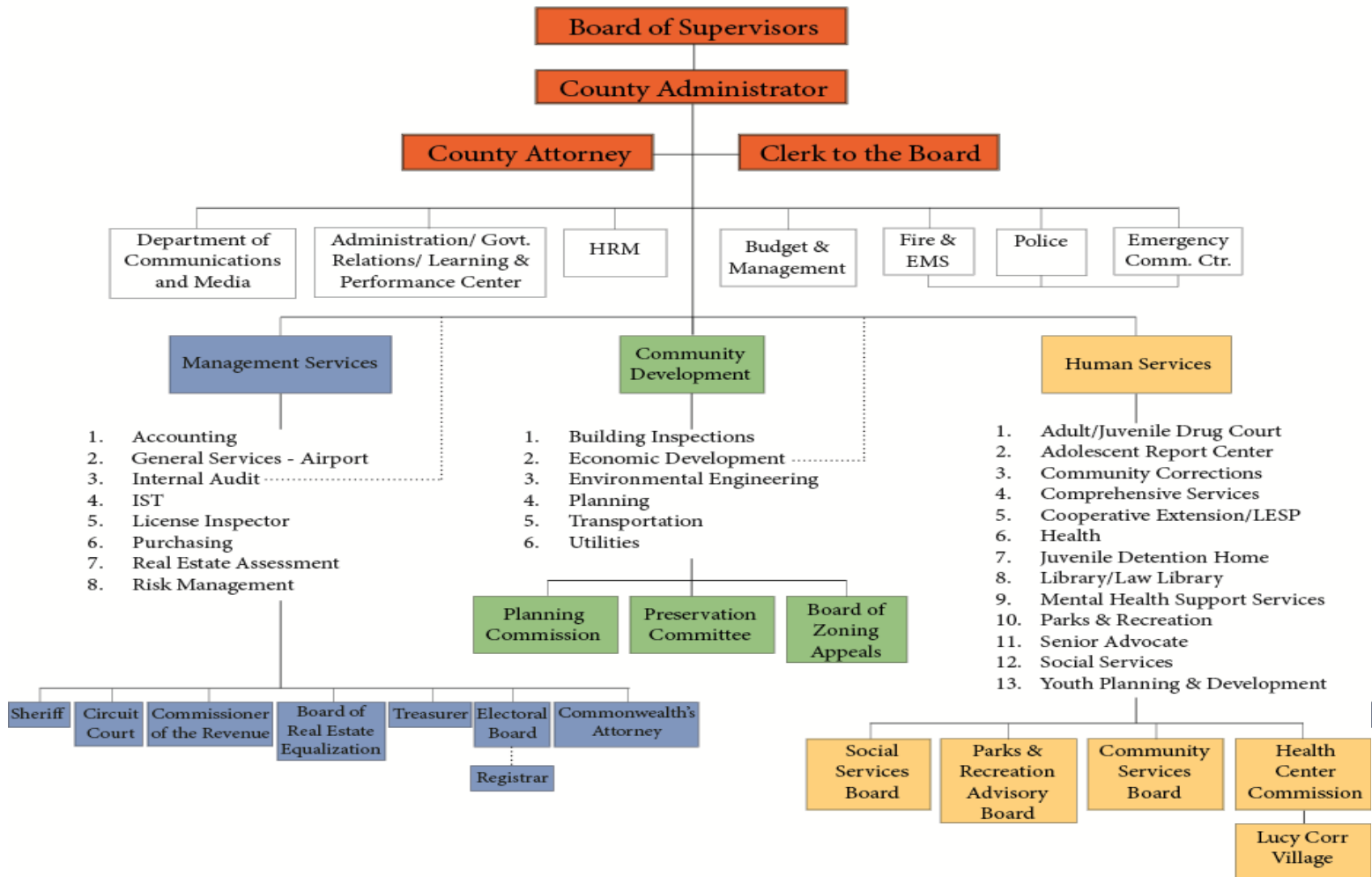
Award Winning County

- Chesterfield County received 10 achievement awards from the National Association of Counties (NACo) in 2015.
- In 2014, Chesterfield County achieved a ranking of 22 on *Training Magazine's* top 125 employers that provide outstanding employee development opportunities.
- In 2012 for the sixth time, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004 Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.
- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.
- In 1994, the county received the Gold Medallion Senate Productivity Award.

Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.



Chesterfield County Organizational Structure



Chesterfield County Mission and Strategic Goals

Chesterfield County Strategic Plan

Mission

Providing a FIRST CHOICE community through excellence in public service

Vision

To be an extraordinary and innovative community in which to live, learn, work and play

Values

Results, Innovation, Service, Ethics



Model for excellence in government



Safety and Security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

Director of Parks and Recreation

Position Overview

The mission of the Chesterfield County Parks and Recreation Department is to provide a comprehensive system of leisure programs, educational opportunities and recreational facilities for all county residents while conserving and protecting its environmental, historical and cultural resources. The department strives to ensure excellent customer service, affordable programs and classes, safe facilities, and access to services for all residents. The Department of Parks and Recreation provides a variety of leisure, recreational and sports programs for residents to improve their physical, social and mental well-being. The department is comprised of 111 full-time and approximately 200 part-time and seasonal employees; and operates and maintains 105 sites and 54 major parks, trails and 6,600 acres of outdoor spaces. In addition, the department provides direct services, such as comprehensive grounds maintenance and tree removal for county parks, schools, libraries, police precincts, athletic complexes, and various other municipal sites within the county. The department operates with a FY16 budget of \$10,646,000.

The Director of Parks and Recreation establishes the goals and objectives for the department and is actively involved in all aspects of planning, organizing, managing and directing parks and recreation programs and activities in the county. The Director is also responsible for the physical assets, revenues, and services of all programs and activities. The Director of Parks and Recreation will work collaboratively with the Parks and Recreation Advisory Commission (PRAC), as well as department staff, other county departments, governmental agencies, elected officials, and the public.

The Director of Parks and Recreation reports directly to the Deputy County Administrator for Human Services and serves as an integral part of the Human Services leadership team.

Department Priorities

- Implement the countywide Parks and Recreation 20-year Master Plan
- Support and grow the positive economic impacts of sports tourism
- Maximize resources to provide high quality facilities and programs
- Utilize technology solutions that improve services to residents
- Optimize programs and facilities through contracted services

Future Plans

- Review and update Parks and Recreation Master Plan as needed
- Renovation/maintenance of existing parks infrastructure
- Senior programming
- Innovative programming ideas to increase facility rentals and program participation

Education and Experience

- Bachelor's degree in Parks and Recreation Administration, Business Administration, Engineering or a related field from an accredited college or university is required, with a Master's degree preferred. Parks Certifications such as CPRP or PE are preferred.
- Minimum of ten years of progressively responsible leadership experience in recreational programs, parks and facilities, in a comparably sized organization.
- Ideal candidate will have excellent leadership and communication skills with experience in a multifaceted and diverse government system.

Personal Traits

- Honest, trustworthy, open, candid
- Accessible and approachable
- Energetic and self-motivated
- Innovative and creative
- Skilled communicator
- Values diversity

Professional Skills and Management Style

- Possesses a strong character of ethics and integrity with a high standard of excellence
- Strong management and leadership skills to deliver high quality parks and recreational services in an efficient manner
- Visible and effective leader with ability to communicate the vision, mission, and values of the department
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the department and county
- Ability to work within established budget parameters and develop alternative revenue sources
- Excellent analytical skills yet creative, with a strong focus on innovation in parks and recreational programming

Performance and Expectations

Parks and Recreation Knowledge: Comprehensive knowledge of the objectives and principles of public parks and recreation administration to establish goals and objectives for the Department of Parks and Recreation; demonstrate experience in planning, coordinating, and marketing revenue and/or non-revenue programs; knowledge of the facilities and equipment needed in parks and recreation programs, knowledge of the principles and practices of maintenance and use of public buildings and park facilities; ability to develop and administer parks and recreation programs suited to the needs of the

Performance and Expectations (cont.)

community; and knowledge of federal and state laws and local ordinances pertaining to parks and recreation administration.

Administrative Ability: Plan, organize, direct, coordinate, and administer the varied programs of the Department of Parks and Recreation; work with community, local, school, state, federal, and volunteer organizations in funding, developing and promoting parks and recreation services; contract administration and organizational development; communicate effectively with departments, senior leadership, and boards/committees; ability to evaluate operational performance, organize resources, establish priorities and problem-solve; strong project management abilities.

Partnering/Collaboration: Excellent communication skills, including the ability to listen to and communicate with various segments of the community; the ability to understand and respond to parks and recreation program issues to effectively lead the department; demonstrate the ability to maintain cooperative working relationships with department staff, the public, representatives of county departments, and other partner agencies; and work closely with the Parks and Recreation Advisory Commission, County Administrator and elected officials to keep them informed on a regular and timely basis of important issues.

Human Resource Management: Effective interpersonal skills to communicate the departmental goals and needs to all employees. Must be able to inspire and motivate employees and demonstrate fairness in dealing with staff. Must have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of all staff.

Budget and Finance: Prior experience in successfully managing large, complex budgets and other financial activities with ability to seek and obtain alternative funding sources.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System
- Executive Leave Benefit
- Paid Holidays
- Direct Deposit
- Professional Development
- Tuition Assistance
- Deferred Compensation
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Short-Term & Long-Term Disability
- Long-Term Care Insurance
- Flexible Spending Accounts
- Employee Assistance Program

Application Process

The application deadline date is **March 31, 2016 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to
executivesearch@chesterfield.gov

An extensive background check and pre-employment drug test are required.

An Equal Opportunity Employer
Committed to Workforce Diversity

For More Information

Visit www.chesterfield.gov

